

GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – FY 2023

Please see the [Graduate College website](#) for full definitions of each position (RAI, RAII, TA, TI).

GRADUATE ASSISTANT POSITION

Employing Office: Office of Residence Life

Type of Graduate Assistant Position (RAII, RAI, TI, TA): RAI

Hours to work (per vacancy): 20

Stipend rate (Note: Hiring units must pay the stipend rate associated with the student's graduate degree program): \$11,635

Term: Summer Academic Year Fall Spring Semester

1. Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable programs.):

- Business
- Education
- Counseling
- Public Administration

2. Qualifications/preferred skills

To be successful in this position, the Graduate Resident Success Coordinator must have a demonstrated desire to work with residence life programs and staff supervision in a residential setting. In addition, the Graduate Resident Success Coordinator must have excellent interpersonal and written communication skills, excellent organizational skills, and a demonstrated desire to work with underrepresented populations. Prior leadership experience working in a residential setting and experience advising student organizations or staff supervision is preferred.

3. Position Description (primary and secondary responsibilities)

See below

Application Process:

Applicants wishing to apply for this Graduate Assistant position must: 1) be admitted or accepted for admission as a full-time student in a graduate program at BGSU; and 2) remain in academic good standing to maintain the position.

1. **To apply for this position, send the following materials:** Resume, cover letter
2. **Send GA application materials to:** Dr. Claire Semer, clairew@bgsu.edu
3. **GA position application due date:** Applications will be accepted until the position is filled.

Graduate Resident Success Coordinator

Position Description:

The Graduate Resident Success Coordinator is a staff member in the Office of Residence Life. The Graduate Resident Success Coordinator assists in the daily operation of the Resident Success Mentor Program that supports residential students to achieve their academic, personal, and professional goals. The Graduate Resident Success Coordinator is supervised by the Coordinator for Diversity Initiatives. The Graduate Resident Success Coordinator directly supervises 10-15 Resident Success Mentors (RSMs) and assists with hall-wide programming and workshops.

Major Duties and Responsibilities:

The specific and unique responsibilities of the position are negotiated between the Graduate Resident Success Coordinator and the Coordinator for Diversity Initiatives with the approval of the Associate Director. Typically, one Graduate Resident Success Coordinator will focus their work on supporting students part of cultural or identity-based affinity groups (otherwise known as SMART groups) and the other Graduate Resident Success Coordinator will focus on supporting students part of academic skills and success groups. Typical areas of responsibility may include, but are not limited to, the following:

Programming

- Advise programming within the Resident Success Mentor program related to social development, community building, and academic success skills
- Attend mentor-led Resident Success programs and workshops
- Design, develop, and execute large scale programming and workshop series related to residential success (including multicultural education, identity development, and academic success skills)
- Plan and execute the Generation Falcon summer link program for First Generation College Students
- Contribute content for newsletters, bulletin boards, and social media postings
- Assist in the planning of the end-of-the-year Mentee Recognition Banquet
- Assist in the planning of the Taste of February program and student recruitment efforts
- Develop and implement a Resident Success Capstone Project (2nd Year)

Supervision

- Direct supervision and evaluation of 10-15 Resident Success Mentors
- Oversee development and assignments for small groups of mentees (clusters) assigned to a Resident Success Mentor. Clusters are formed around cultural or affinity group identities (e.g., Black, Latinx, LGBTQ, First Generation College Student, international, etc.) or academic success skills (e.g., time management, stress management, study skills, etc.) based on resident interest and staff availability
- Follow up with mentees who need additional assistance

Administration

- Assist in conducting weekly roundtable staff meetings with the Resident Success student staff and monthly meetings with all Resident Success Mentors
- Lead the implementation of an active outreach system that includes designing interventions for at-risk students or residents referred to Resident Success
- Manage staffing, space reservations, referral intake, and other functions of residential resource centers in the residence halls
- Assist in coordinating Resident Success Mentor recruitment and selection process
- Assist in developing and presenting training sessions for Resident Success Mentors and other Office of Residence Life Student staff, as needed
- Maintain and update Resident Success Mentor listservs, databases, and matching lists
- Monitor and update Resident Success social media and websites
- Review and compile meeting and interaction reports, noting concerns through the Falcon Success & Retention Curriculum
- Review Resident Success Mentor interactions on a regular basis for issues or concerns
- Meet weekly with Coordinator for Diversity Initiatives
- Meet regularly with Resident Success professional team and Residence Education team

Additional Responsibilities Include:

- Serve as an academic success coach for residential and residential leadership students
- Conduct follow-up conversations with residents on academic success issues as identified by RAs during the Falcon Success and Retention Curriculum (FSRC) conversations
- Make resources referrals to Academic & Career Planning Specialists, Learning Commons, Counseling Center, Bursar, Financial Aid, and other resources relevant to academic success issues
- Help student identify their Academic & Career Planning Specialist, Life Design Coach, College Offices, DARS Reporting System, Etc.
- Participate on committees within Residence Life to continue to move the Office of Residence Life toward its mission and vision
- Attend and participate in staff training sessions and meetings
- Attend and participate in staff selection sessions and meetings
- Support Bowling Green State University and Office of Residence Life initiatives
- Perform other duties as assigned

Time Commitment:

10-month, 20 hours scheduled per week. This position may require evening and weekend hours.

Appointment tentatively set to begin Monday, July 11, 2022, and end on Friday, May 5, 2023. Time-off occurs between semesters and during academic breaks, additional time arranged with supervisor.

Benefits/Compensation:

- A stipend of \$11,635 and a full tuition scholarship*
 - 10% discount at the University Bookstore
 - A desktop computer and reserved parking space are also provided, but the student covers the cost of the parking permit
- *Tentative amount based upon projected academic dates.*

Prerequisite Knowledge/Skills:

The Graduate Resident Success Coordinator must be a full-time graduate student at Bowling Green State University. To be successful in this position, the Graduate Resident Success Coordinator must have a demonstrated desire to work with residence life programs and staff supervision in a residential setting. In addition, the Graduate Resident Success Coordinator must have excellent interpersonal and written communication skills, excellent organizational skills, and a demonstrated desire to work with underrepresented populations. Prior leadership experience working in a residential setting and experience advising student organizations or staff supervision is preferred.

Institution: Bowling Green State University

Department: Office of Residence Life

Website for Department: www.bgsu.edu/reslife

Number of Positions Available: 2

Supervisor/Department Contact Information

Recruitment and Selection Committee

Claire Semer, Ph.D.

Office of Residence Life

470 Math Sciences Building

Bowling Green, OH 43403

419-372-2011

clairew@bgsu.edu